

Call Your Rapid Response Team  
to Help Keep Indiana Working



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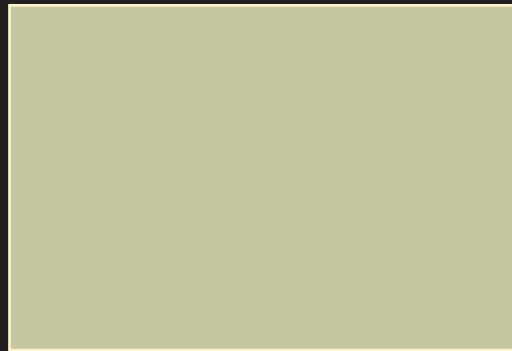
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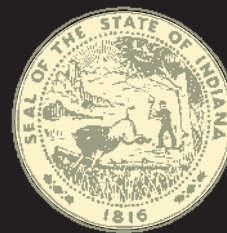
Region 4  
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The mission of the State Rapid Response Team is  
to provide quality workforce transition services for  
Hoosier employers, workers and communities.



For information about how  
DWD can serve you or your business,  
visit the nearest WorkOne Center or visit  
[www.workforce.IN.gov](http://www.workforce.IN.gov)

General Information  
**1-888-WORKONE**  
(317)-232-7560  
(TDD)



Department of Workforce Development  
Joseph E. Kernan, Governor  
Alan D. Degner, Commissioner  
10 North Senate Avenue  
Indianapolis, IN 46204-2277

This is an equal opportunity program.  
Auxiliary aids and services are available upon request to people with disabilities.  
For information, contact the EEO at 1-317-232-0603 or 1-317-234-3535 (TDD).

X602 • REV 10-04

# Rapid Response

**Indiana Employers—**  
Is your company  
faced with layoff,  
closure, downsizing,  
or restructuring  
affecting 50 or more  
workers?

# WorkOne

## Rapid Response Keeps Indiana Working

When a company has to lay off workers, both employer and employees face a traumatic upheaval.

The U.S. Department of Labor, the Indiana Department of Workforce Development and local WorkOne Centers have designed a system to help employers comply with governmental regulations, meet business needs and offer reemployment assistance for their workers.

With your help, the Indiana Rapid Response Team can be at your company before a layoff occurs to start getting your workers ready for the change.

Rapid Response assists workers, the employer and the community by keeping Indiana working.

The sooner workers start to manage the change, the better the outcome will be for everyone impacted by the job loss:

- For the employer.
- For the community.
- For Hoosier families.



## What You Can Expect

- Confidentiality concerning your business decisions.
- No red tape.
- Better worker morale and productivity during the transition.
- Onsite pre-layoff assistance designed to meet the needs of your particular situation.
- Coordination with Indiana WorkOne Centers.
- Coordination with outplacement services you may provide.
- Coordination with labor and management officials.



- Information about alternatives that may help retain jobs or avert a layoff.
- Linkage to state programs that provide financial assistance to businesses committed to offering training opportunities to Hoosiers.

## Services for Workers May Include:

- Information about state and federal reemployment and resources.
- Job search and job placement assistance.
- Professional interviewing and resume preparation workshops.
- Information about training opportunities.
- Financial planning and stress management workshops.
- All services provided at no cost.

## Contact Your Rapid Response Team Today

Every closing and layoff is unique. Services are designed according to your company's needs and can be provided at your company, union hall or at a nearby WorkOne Center.

## Initial On-Site Meeting

The Rapid Response Team will meet with management and the labor union (if applicable) to discuss a plan for Early Intervention services. The agenda will include such topics as types of services offered, dates and location of services to the workers and the method in which workers are to be seen for services (i.e. shifts, production schedules, etc.).



## Meeting with Workers

An Orientation group meeting with the affected worker will be held, during which general information is given about the various programs and services offered, questions are answered about Unemployment Insurance Benefits and workers are informed regarding the dates and times of seminars and workshops.

## Services

Out-placement services can be provided according to a schedule worked out between the Rapid Response Team, the local WorkOne Center and the company. Ideally, services should begin prior to the layoff date.